

AMERICAN EXPRESS CORPORATE SERVICES
COMMERCIAL CARD PROGRAM ADMINISTRATOR NEWSLETTER
APRIL 2004

April 6, 2004

Welcome to the **April Edition** of **PA Monthly News**. Spring has finally arrived and we are pleased to share with you enhancements, savings, workshops and usage tips for your American Express® Corporate Card and Corporate Purchasing Card Solutions programs — all designed to help you simplify your responsibilities so you are able to get out and enjoy the longer days ahead.

NEWS FLASH

Change to Corporate Card Statement for Individual Bill/Company Pay Accounts

In response to your feedback we're making a change to our Corporate Card statement. Effective May 1, 2004, the "Pay By XX/XX/XXXX" field will no longer appear on Cardmember statements for those individuals within basic control accounts coded as Individual Bill/Company Pay. Instead, these statements will carry the following message: "Please submit your expense reports upon receipt of this statement." In doing so, Cardmembers will submit expenses upon receipt of the statement. Please note a "Pay By" date will still be generated if an account is past due.

How the Membership Rewards® program can help you control spending and consolidate reporting.

When your employees use personal cards or cash rather than their Corporate Cards for business purchases, it makes it harder for your company to monitor spending and get consolidated reporting. The Membership Rewards program gives your employees a valuable incentive to use their Corporate Cards. It enables your Cardmembers to earn points that can be redeemed for rewards from leading airlines, hotels and more, for virtually every dollar charged on eligible enrolled American Express Cards.

For more information about the Membership Rewards program, or to enroll, Corporate Cardmembers can call **1-800-AXP-EARN (297-3276)** and mention Source Code 0215570 or visit **www.americanexpress.com/rewards**.§

Did you know?

Many **Professional Associations** and **Trade Associations** accept the American Express® Corporate Card!

- Eliminate check writing for company and employee dues
- Use the Card for Association conference fees and industry publications
- Make online payments, when available

It's easier to keep up your membership when you pay with the Corporate Card.

SAVINGS CORNER

Save 10% on select business products at Dell™.

In April, some of your employees who are Cardmembers will be receiving information via mail on a great savings opportunity with Dell.

When you or your employees use your American Express® Corporate Card at Dell*, you can save on these high quality business products:

- OptiPlex™ desktops
- Latitude™ notebooks
- Dell Precision™ workstations
- PowerEdge™ servers

To start saving, call Dell directly at **1-877-283-9094** and pay with the Corporate Card or Corporate Purchasing Card.

You can also log on to:

americanexpress.com/savingsatwork40** to learn more about this offer and how you can save up to 25% on business expenses from some of the nation's other leading suppliers.

American Express @ Work® Program Management Usage Tip: Online Card Cancellations

Performing Card cancellations online can save you time and your Company money. With this online feature you are able to cancel a Cardmember for the following reasons -*Card No Longer Needed; Left Company; Deceased*. Learn more about the **Cancel A Card** feature by viewing an online demonstration. Simply log-in to American Express @ Work and select “American Express @ Work tutorial.”

FREE ONLINE WORKSHOPS

Use Intranet Solutions to Streamline Communications and Agreements

Using Intranet Solutions is a fast and easy way to streamline and capture information online as it relates to the management of your American Express Card programs. Intranet Solutions is a hyperlink text on your company’s Intranet Site. The link can be to the American Express @ Work application or to Manage Your Card Account and is a way to capture employee information upfront, online, and on one common form. To learn more, go to www.amex-webevents.com and register for the following upcoming workshop:

April 12 12:00 PM – 1:00 PM EST American Express @ Work Program Management

If you have any questions, please contact an American Express representative at **1-888-800-8564**. If your Cardmembers have questions, please refer them to the number on the back of their Card. I look forward to sharing more program information with you next month.

Sincerely,

Anré Williams
Executive Vice President
U.S. Commercial Card

* Discount available from U.S. Dell Small and Medium Business division only. Resellers excluded. Purchases must be made through Dell Savings at Work link at www.americanexpress.com/savingsatwork or via Dell Savings at Work telephone number and charging to a valid American Express Corporate Card or Corporate Purchasing Card. Discount not combinable with any other Dell offer, promotion, discount, or purchase agreement. Does not apply to lease payments, taxes, or shipping. Dell cannot be responsible for errors, omissions, or consequences of misuse of site and its functions. Offers not necessarily combinable. Orders subject to cancellation by Dell. Dell and Dell logo are trademarks of Dell Inc. Dell reserves the right to amend, alter, or terminate the program in its sole discretion at any time.

** To receive the savings, all purchases made through the Savings at Work program must be charged to a qualifying American Express Corporate Card or Corporate Purchasing Card. To qualify for discounts, a company must be a mid-size client of American Express in good standing. Not all companies are eligible. Participation and offers are subject to change without notice. American Express reserves the right to amend, alter, or terminate the program in its sole discretion at any time without notice. Offers from Partners are subject to the Partners’ terms and conditions. The Savings at Work discounts are not combinable with any other offer, promotion, or discount. American Express, the American Express logo and www.americanexpress.com are registered trademarks of American Express Corporation. American Express is not liable for goods and services provided by the Partners in this program.

§The annual Membership Rewards (“Program”) fee is \$75 for Corporate Cardmembers who enroll only their Corporate Card in the Program. There is no Program fee for the Corporate Platinum Card. A \$35 linkage fee applies when a Corporate Card is linked into a Membership Rewards account with another Card product. Some American Express Cards are not eligible for enrollment in the Program.